

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 500 CLASSIFICATION AND MANAGEMENT OF INMATES	SUPERSEDES: NEW
ADMINISTRATIVE REGULATIONS MANUAL	ADMINISTRATIVE REGULATIONS 516 LEVEL SYSTEM TEMP	EFFECTIVE DATE: 06/07/04

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MANDATORY REVIEW DATE

06/01/05

PURPOSE

To establish a standard system of incentives to encourage positive inmate behaviors.

AUTHORITY

NRS 209.131

NRS 209.352

RESPONSIBILITY

It is the responsibility of each institutional Warden and facility supervisor to develop and maintain an inmate level system.

DEFINITIONS

LEVEL SYSTEM – A program system of incentives designed to encourage positive behavior and further program participation.

LIVING ENVIRONMENT – The area that includes the inmate's cell and work area.

NEVADA CORRECTIONS INFORMATION SYSTEM (NCIS) – An integrated, micro-computer based information system used to manage the inmate population through the employment of applications related to count, supervision, sentence management, classification and casework, planning, and statistical activities.

PROGRAM – Any activity that is authorized as an element of the Department's program matrix.

APPLICABILITY

This regulation applies to the operation of all institutions and facilities except for Restitution Centers within the Department and all staff involved in the classification processes of inmates.

PROCEDURES

516.01 LEVEL SYSTEM PROCEDURE

1.1 Each minimum-security facility and medium-security institution will have a Departmentally standardized level system, as part of an inmate program plan, which is to be monitored and evaluated annually and updated as needed. **(3-4282)**

1.1.1 Restitution Centers will not have a level system.

1.1.2 Protective segregation, disciplinary segregation, administrative segregation, and other specialized program units maybe excluded from this regulation.

1.2 Each level should have a performance based criteria which involves inmate performance, including but not limited to:

- Work;
- Disciplinaries;
- Program compliance;
- Appearance; and
- Environment

1.3 All facilities and institutions will develop level systems, which are standardized and comparable throughout the Department including:

1.3.1 Inmates are assigned to lower levels and progress through the level system.

1.3.2 Demotions from levels do not require disciplinary action, but documentation within the NCIS is

required.

1.3.3 Inmates transferred between institutions not involving disciplinary actions or job terminations retain their level assignment upon transfer.

- Inmates may be required to go through an initial orientation period, not to exceed thirty (30) days.

1.4 The following rights are components of any level system and are not to be abridged:

- Food;
- Visits;
- Mail;
- Legal access;
- Religious access;
- Access to medical treatment; and
- Visiting.

1.5 The following privileges may be used as incentives.

- Property;
- Appliances;
- Program access;
- Work/pay;
- Yard/tier access;
- Television;
- Phone access;
- Canteen;
- Recreation/gym access;
- Clothing;
- Packages; and
- Work assignments.

1.6 Each medium security facility and maximum security prison will establish three (3) levels with Level 1 being the level that allows the maximum number of privileges.

1.7 Each minimum-security facility will establish two (2) levels, with Level 1 being the level that allows the maximum number of privileges.

1.8 Newly arrived inmates may qualify for a level if they have no major or general violations in their period of incarceration and meet the other level criteria.

1.9 There is no set percentage of inmates assigned to each level.

- The maximum number of inmates will be assigned to the lowest level possible.

516.02 MINIMUM SECURITY FACILITIES LEVEL SYSTEMS

1.1 The following criteria will be used to establish a level system for Level 1 inmates.

1.1.1 Performance based criteria for inmates:

- Work must include an assignment to NDF, in-camp positions or other comparable work assignments and maintains a satisfactory work and attendance record.
- Having no major or general disciplinary convictions within the past twelve months.
- Program compliance requires active involvement, participation, and attendance.
- Appearance includes maintaining reasonable hygiene and grooming standards.
- Environment includes maintaining a clean and orderly living and working area.

1.1.2 Incentives and authorized activities

- Access to all recreational and program activities.
- No telephone or television restrictions.

1.2 The following criteria will be used to establish level two (2) inmates.

1.2.1 Performance based criteria:

- Inmates are unassigned.

1.2.2 Restrictions and limitations may be placed on:

- Television;
- Telephone;
- Recreation;

- Canteen; and
- Access to any program activities.

516.03 MEDIUM SECURITY INSTITUTION LEVEL SYSTEMS

1.1 The following criteria will be followed for Level 1 inmates.

1.1.1 Performance based criteria:

- Work must include an assignment to full-time participation in work, education and/or special program assignment;
- Inmates assigned to any Prison Industry program must be housed in Level one.
- Having no major or general disciplinary convictions within the past twelve months.
- Program compliance requires active involvement, participation, and attendance.
- Appearance includes maintaining reasonable hygiene and grooming standards.
- Environment includes maintaining a clean and orderly living and working area and compliance with all housing rules and institutional procedures to remain in Level 1 housing.

1.1.2 Incentives and authorized activities:

- Inmates will have access to open yard activities and the multi-purpose activity centers.
- Canteen as scheduled and authorized by Institutional Procedures.
- Inmates will have direct access to education, law library, gym, chapel, culinary and other such areas as institutional schedules permit.

1.2 The following criteria will be followed for Level 2 inmates.

1.2.1 Performance based criteria:

- Work may include an assignment to full-time participation in work, education and/or special program assignments.
- Having no major or general disciplinary convictions within the past six months.
- Program compliance requires active involvement, participation, and attendance.
- Appearance includes maintaining reasonable hygiene and grooming standards.
- Environment includes maintaining a clean and orderly living and working area and compliance with all housing rules and institutional procedures to remain in Level 1 housing.

1.2.2 Incentives and authorized activities:

- Restrictions and/or limitations regarding access to recreational activities can be imposed.

1.3 The following criteria will be followed for Level 3 inmates.

1.3.1 Performance based criteria:

1.3.1.1 Inmates who do not fit the criteria for Levels one or two.

- New arrivals;
- Removed from level one or two; and
- Recently cleared from segregation housing.

1.3.2 Incentives and authorized activities:

- Limitations and restriction of activities as stated in 516.01 (1.5).
- Access to therapeutic programs

516.4 MAXIMUM SECURITY PRISON LEVEL SYSTEM

1.1 The following criteria will be followed for Level 1 inmates.

1.1.1 Performance based criteria:

- Work must include an assignment to full-time participation in work, education and/or special program assignments; inmates assigned to any Prison Industries program must be housed in Level 1.
- Having no major or general disciplinary convictions within the past twelve months.
- Program compliance requires active involvement, participation, and attendance.
- Appearance includes maintaining reasonable hygiene and grooming standards.
- Environment includes maintaining a clean and orderly living and working area and compliance with all housing rules and institutional procedures to remain in Level 1 housing.

1.1.2 Incentives and authorized activities:

- Outside yard access;
- Canteen as scheduled and authorized by Institutional Procedures;
- Culinary access for all meals;

- Open tier time;
- Recreational activities and gym access as scheduled; and
- Escorts outside the units are not required, except for specified areas such as, education, and law library, chapel, and designated areas.

1.2. The following criteria will be followed for Level 2 inmates.

1.2.1 Performance based criteria:

- Work must be able to be performed on a classified work assignment.
- Having no major or general disciplinary convictions within the past six months.
- Program compliance requires active involvement, participation, and attendance.
- Appearance includes maintaining reasonable hygiene and grooming standards.
- Environment includes maintaining a clean and orderly living and working area and compliance with all housing rules and institutional procedures to remain in Level 1 housing.

1.2.2 Incentives and authorized activities:

- Outside yard access as scheduled.
- Canteen requests will be delivered to the designated housing unit.
- All meals are served in the designated area of the institutional culinary.
- Access to scheduled tier time.
- Escorts and movement will be controlled by institutional procedure.
- The institutional Warden will determine physical access to the education facilities.
- The institutional Warden will determine the number of participants who will have access to the institutional chapel.
- Unit yard access as scheduled.
- Recreational activities and gym access as rescheduled and determined by institutional procedure.

1.3 The following criteria will be followed for Level 3 inmates.

1.3.1 Performance based criteria:

- Compliance with housing rules and institutional procedures is required to remain in this level.
- Inmates who have completed a disciplinary sanction or granted early release from the sanction.
- Inmates who have recently been received from the intake centers or who have been transferred as a management problem.

1.3.2 Incentives and authorized activities:

- Unit interior yard access as scheduled.
- Canteen requests will be delivered to the designated housing unit.
- All meals are served in the units.
- Escorts and movement will be controlled by institutional procedure.
- Access to education via correspondence.

REFERENCES

ACA Standard 3-4282

ATTACHMENTS

None.

Jackie Crawford, Director

Date

CONFIDENTIAL _____ XX -
Yes No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.